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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF CORRECTIONS  
LANSING

PATRICIA L. CARUSO  
DIRECTOR

**DIRECTOR'S OFFICE MEMORANDUM 2008 - 5**

**EFFECTIVE: Immediately**

**DATE:** February 6, 2008

**TO:** Executive Policy Team  
Administrative Management Team  
Wardens

**FROM:** Patricia L. Caruso, Director

**SUBJECT:** Accumulation of Overtime/Compensatory Time

Consistent with Civil Service Commission rules and regulations and applicable collective bargaining unit agreements, sick leave use by an employee is not to be counted as "work time" when determining eligibility for overtime or compensatory time. This takes effect for all employees beginning this pay period.

The requirements of this Director's Office Memorandum will be incorporated into PD 02.02.100 "Time Utilization and Compensation" when it is next revised.

PLC:OLA:prds